

NOV 14 1957

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Functions of the Publications Control Unit

1. The recent reduction in my ceiling necessitated a reappraisal of several support activities, with particular emphasis given to certain activities which are considered duplicative.

2. One area which has been of considerable concern to me is the review and processing of regulatory material. As you know, I instituted a new procedure back in the summer of 1956 which, among other things, specified that all proposed regulatory issuances originating in the Support Services were to be submitted first to my immediate Office for preliminary review and approval prior to forwarding to the Regulations Control Staff for editorial review and preparation for Agency coordination. This procedure, in my opinion, has been quite effective. It not only has headed off many proposed issuances which were considered unnecessary, but also has resulted in better prepared regulations. Even so, this procedure did bring about a certain amount of duplication between my Staff and the Regulations Control Staff. To correct this situation and to bring about what I believe will be even greater efficiency, I recently transferred the functions of the Regulations Control Staff to my Office. In making this transfer, I reduced the T/O of the Regulations Control Staff from ten to six, thereby saving four positions. I have also stressed to my Office Heads and Staff Chiefs the utmost importance of ensuring that all proposed regulatory issuances are technically correct.

3. As a further step toward increased efficiency and, equally important, a saving in manpower, I propose to reduce the Publications Control Unit to the number of personnel required to properly handle the Clandestine Services' regulatory material. The present practice of the Publications Control Unit is to editorially review and analyze all proposed Agency regulatory issuances, and to check each one against related issuances for conflicts, duplications, etc., all of which is identical to the review performed in my Office. Since we now possess the capability in my Office of providing an adequate review, I cannot justify the continuance of this duplication of effort in the Publications Control Unit.

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4. In making this change I would, of course, expect to continue to provide the positions and personnel within my ceiling to take care of the Clandestine Services' regulatory material. I presume this would require about six positions since there are presently ten positions approved for the Publications Control Unit, of which four were earmarked for the purpose of reviewing Agency regulations. I would also expect to continue the present procedure whereby the Special Support Assistant to the DD/S distributes drafts of proposed Agency regulations to operating elements in DD/P for substantive review and comment, and, after receipt of comments from the operating divisions, prepares the DD/P position on each regulatory issuance.

5. Should you have any questions about this proposed action, or, if for any reason feel that it should not be taken, I shall be glad to discuss the matter with you. If, on the other hand, you have no objection I would appreciate your concurrence.

signed
L. K. WHITE
Deputy Director
(Support)

CONCUR:

Deputy Director (Plans) _____ Date _____

EA-DD/S:CEB:dlc (7 Nov 57)

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